



Lake Jackson Parks and Recreation Department  
91 Lake Rd, Lake Jackson, TX 77566  
979-297-4533 fax 979-297-0021

## PARK RENTAL AGREEMENT

PLEASE CHECK	FACILITY	TIME	RENTAL FEE	DEPOSIT
	Dunbar Pavilion	Mon-Thu 7am-12am	\$60 / day	\$100
	Dunbar Pavilion	Fri-Sun 7am-12am	\$75 / day	\$100
	MacLean Pavilion	Mon-Sun 7am-12am	\$165 / day	\$150
Only available with pavilion rental	MacLean Food Service	Mon-Sun 7am-12am	\$110 / day	\$100
	Shy Pond North Pavilion	Mon-Sun 8am-dusk	\$7.50 / hr	\$15
	Shy Pond South Pavilion	Mon-Sun 8am-dusk	\$7.50 / hr	\$15

**RENTAL AND DEPOSIT FEES MUST BE PAID IN FULL AT TIME OF RESERVATION**

**PLEASE PRINT CLEARLY**

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_ to \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Contact Person (Must be 18 or over): \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Name of Person to Receive Deposit Refund: \_\_\_\_\_

If paid with a credit card, refund will go back on the card unless otherwise specified here

Mailing Address for Deposit Refund: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Email: \_\_\_\_\_

Deposit Required	
Rental Fee Required	
Security Fee, customer notified – (date) (emp)	
<b>TOTAL AMOUNT DUE</b>	

**FOR OFFICE USE ONLY**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt \_\_\_\_\_

Payment: Cash \_\_\_\_\_ Check Number \_\_\_\_\_ Credit Card Visa MC Discover **CC AUTH #** \_\_\_\_\_

# THIS FORM MUST BE FILLED OUT COMPLETELY!

***Failure to abide by rules will result in forfeiture of deposits and/or charges for damages, and/or event termination.***

**Please initial by each listed item below:**

1. ☐ Absolutely no sale of alcoholic beverages and no glass containers at any City facility.
2. ☐ Patrons may NOT drive or park on a track, grass or any other areas around pavilions, parks or facilities that is not designated for vehicles.
3. ☐ All patrons **must supply their own** trash bags and cleaning supplies.
4. ☐ Grounds must be left litter free, and all trash cans must be emptied into the provided dumpsters.
5. ☐ For Sunday rentals, key must be picked up before 6:00pm on Saturday (Recreation Center does not open until 1:00pm on Sundays).
6. ☐ \*Events with amplified music (live music, DJ, etc.) and/or alcohol being served or allowed, and/or **100** or more people are in attendance, a **Lake Jackson Police Officer** is required to provide security at the expense of the renter of the facility (\$30 per hour per officer). **This fee must be paid 72 hours prior to the event in the form of cash or a money order.**

**Will there be amplified music\*? ☐ YES ☐ NO Will alcohol be present at the event\*? ☐ YES ☐ NO**

**How many people are expected to attend\*? \_\_\_\_\_**

**\*Lake Jackson Parks & Recreation will determine if security is necessary at an event.**

7. ☐ Any profanity through a p.a. system will result in the immediate closing of the reserved venue.
8. ☐ In accordance with the city ordinance Sec. 86-67 regarding sound amplification: it shall be unlawful for any person, group or entity, while in a public park or on a public street or sidewalk, to amplify noise, music or speech to such a volume that it would disturb the sensibilities of a reasonable person residing in a surrounding neighborhood. **Dunbar Park-ALL amplified music must be turned off at 9:00pm.**
9. ☐ All events are subject to inspection by the Lake Jackson Police Department.
10. ☐ Cancellations made at least 14 days prior to rental date are eligible for a full rental refund, **less cancellation/change fee**. Cancellations made within 7-13 days prior to rental date are eligible for a 50% rental refund. Cancellations made less than seven (7) days prior to rental date are not eligible for a refund.
11. ☐ **Any** cancellation, and/or change in date and/or time, and/or change in location of facility rental will result in an additional \$12 cancellation/change fee.
12. ☐ In the event of inclement weather, as determined by Parks & Recreation staff, a full rental refund will be issued if the renter cancels the event **IN WRITING 48 HOURS PRIOR** to the event. **LESS THAN A 48 HOUR NOTICE AND UP TO 2 HOURS PRIOR** to the event, the renter may contact the Recreation Center during **normal facility hours**, and **reschedule** their rental to any available time slot for the same facility at no additional charge. **FAILURE TO CANCEL OR RESCHEDULE UP TO 2 HOURS PRIOR TO THE RENTAL WILL RESULT IN FORFEITURE OF THE RENTAL FEE.**

**Will you have a moonwalk, waterslide or any other type of inflatable or ride? ☐ YES ☐ NO**

**Name of company you will be renting from? \_\_\_\_\_ (rental receipt must be provided)**

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A **rental receipt**, **certificate of liability**, and a **State of Texas inspection certification** MUST be provided to The Recreation Center – Lake Jackson **prior** to scheduling a function or applicant will lose moonwalk privileges at the designated event and will forfeit any deposits paid. Such liability certificate must list City of Lake Jackson as certificate holder at 91 Lake Rd., Lake Jackson, TX 77566. Commercial liability must read a minimum of \$1,000,000.00 (one million dollars) in coverage. Under descriptions, the appropriate functions must be listed and described such as types of rides, moonwalks, etc., placement of rides and date of scheduled event.

**Initial** \_\_\_\_\_

Your refund will be mailed within 3-4 weeks of your event. Any and all damage to city facilities due to rental may result in partial or total forfeiture of deposit. If damage exceeds deposit, you may receive additional billing. Signature designates applicant has read, understands and agrees to comply with the rules and the regulations stated. Failure to comply may constitute forfeiture of deposit and /or event termination. Applicant understands that the City of Lake Jackson is not responsible for any actions that take place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City of Lake Jackson or any person involved with or attending this event. I agree to indemnify and hold the City of Lake Jackson harmless from all liability for the foregoing.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_